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23 JUN 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (16-22 June 1982)

Office of the Director of Information Services

The Director of Information Services and the Director of Data Processing approved the TRIS (The Records Information System) Mission Need Statement. The next two documents that will be written as part of the initiation phase are the System Development Plan and the System Requirements Document.

Classification Review Division

CRD reviewed a total of 591 CIA documents (43,867 pages) and declassified 4.8 percent. An additional 42 non-CIA documents (390 pages), four manuscripts (430 pages), and 11 miscellaneous documents including OSS cards (8,831 pages) were also reviewed.

Records Management Division

An RMD representative surveyed an Office of Scientific and Weapons Research (OSWR), DDI, computer-run file to determine the feasibility of converting it to microfilm. After reviewing the size and condition of the file, it was decided to microfilm a sample to see if it meets the needs of OSWR.

A meeting was held between the contractor repairing the movable shelves at the Archives and Records Center and the Installation Engineering Office. The Installation is proposing that the contractor assume one-third of the total cost (\$12,750) inasmuch as their service technicians were partially responsible for the shelving failure, leaving a balance of \$8,500 to be paid to the contractor.

During this period, 280 cubic feet of material were transferred to the hammermill for destruction.

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from background.

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RCD carried out 88 actions on issuances, including 16 newly initiated jobs, as the Division's workload increased from 138 to 144 active jobs. An additional eight immediate and three priority proposals were also processed.

Issuances of general interest processed in RCD this week include revisions to a regulation and handbook updating the Agency information security policy and procedures to conform with changes set forth in Executive Order 12356 [] revisions updating information in the handbook for required regulatory reading by Agency employees [] a notice announcing that all EEO counseling in the Agency will be conducted by the Office of Equal Employment Opportunity (OEEO) and that all EEO positions currently within Directorates and the DCI Area are transferred to OEEO [] a notice informing employees of procedures for obtaining domestic TDY airline reservations and tickets from Central Processing Branch, Office of Personnel [] and a bulletin announcing the September 1982 running of the Opportunities for Career Development Program []

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A separate report is attached.

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Attachment:
As stated

EXO/OIS: [] (23 June 1982)

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